

Society of Gastroenterology Nurses and Associates, Inc.	
<i>Board Policy & Administrative Procedure Manual</i>	Policy No: A-22 Page: 1 of 2 Effective Date: 01/94 Revision Date: 10/99, 2/02, 2/05, 10/06, 5/08, 10/10, 11/12 Review Date: 10/06, 10/08, 10/10, 11/12, 2/15
Subject: Conflict of Interest	
Responsibility: Articles and Bylaws Committee	

Focus:

Primary: All SGNA members functioning as representatives and/or decision makers of SGNA including, but not limited to, elected or appointed National Board of Directors and Officers, national committee chairs, and the House of Delegates Speaker and Vice-Speaker.

Purpose: To educate all SGNA members in order to prevent an actual, potential or perceived conflict of interest that may arise when representing SGNA or its interests. This awareness will preserve the credibility of the Society and assure impartial decisions.

Definitions:

SGNA Leader: All SGNA members functioning as representatives and/or decision makers of SGNA including, but not limited to, elected or appointed national Board of Directors and Officers, national committee chairs, and the House of Delegates Speaker and Vice-Speaker.

Conflict of Interest: *conflict of interest* includes external actions and/or ties that may bias, or may appear to bias, your judgment in performing your role as a SGNA Leader.

Policy Statement:

SGNA members functioning as representatives and/or decision makers of SGNA should be knowledgeable of and avoid any actual, potential or perceived conflict of interest.

1. As provided in the Bylaws, in order to prevent any conflict of interest, no employee of any commercial firm or vendor, be it for-profit or otherwise, lecturer, owner, consultant, stock or bond holder (other than less than a 5% interest in a publicly traded company), officer or director for any health-related manufacturer, distributor, or licensee of products or services associated with gastroenterology, endoscopy or patient care may be nominated for or serve as a National board director or serve in an elected or appointed position of SGNA including but not limited to Board of Directors, Nomination and Election Committee and House of Delegates Speaker and Vice-Speaker.
2. SGNA leaders or representatives, to prevent any conflict of interest, are not permitted to be an employee of any commercial firm or vendor, be it for-profit or otherwise, lecturer, owner, consultant, stock or bond holder (other than less than a 5% interest in a publicly traded company), officer or director for any health-related manufacturer, distributor, or

licensee of products or services associated with gastroenterology, endoscopy or patient care for the duration of the member's involvement as a SGNA leader or representative.

3. If the SGNA leader believes there are compelling reasons to be involved in any of the above stated activities they must present the activity to the executive committee of the national Board of Directors and receive its approval prior to engaging in the activity.

Procedure:

- 1) A copy of this policy will be provided to all SGNA leaders officially representing SGNA.
- 2) If questions arise, an opportunity for clarification will be arranged by the board of directors.
- 3) Each SGNA leader will sign a statement that says: "I, _____ (name) _____, have read the conflict of interest policy and understand it. I have had the opportunity to ask questions. I agree to abide by this policy resigning my position or canceling the activity that is causing the conflict."
- 4) The awareness of any actual, potential or perceived conflict of interest is a continuing obligation of all members of SGNA who act as representatives of the Society. Disclosure of any conflict is the responsibility of all members.
- 5) SGNA Leaders will sign a **SGNA Conflict of Interest Statement & Acknowledgement** annually for the length of their involvement in SGNA. In the event circumstances do change, each member is responsible to disclose their conflict to the Board of Directors, and file an amended Conflict of Interest Statement.
- 6) Statements are maintained at SGNA Headquarters.
- 7) A copy of this policy shall be given to all National Board of Director members, all elected officials, national committee chairs, the House of Delegates Speaker and Vice-Speaker, or other key stakeholders upon commencement of such person's relationship with SGNA or at the official adoption of stated policy.
 - a) National leaders and representatives – Forms will be signed at the May Board of Directors meeting.
 - b) National Committee Chairs – forms will be sent with their committee confirmation papers.
- 8) Each SGNA Leader shall sign and date the policy at the beginning of her/his term of service and each year thereafter. Failure to sign does not nullify the policy.
- 9) This policy and the **SGNA Conflict of Interest Statement & Acknowledgement** must be filed annually by all specified parties.

SGNA Conflict of Interest Statement & Acknowledgement

As a leader or representative of SGNA I affirm that:

- I will act in the best interests of SGNA regarding my fiduciary responsibility to the Society.
- I will fully disclose any conflict of interest to the Board of Directors of SGNA.
- In the event of a conflict of interest, I will not discuss, vote, or otherwise be involved in consideration of the matter.
- I agree not to take advantage of any corporate opportunity available to SGNA of which I become aware as a result of my position with the Society.
- I agree to cooperate fully in the event of an investigation of a potential breach of this Policy.

I, _____, have received and read the conflict of interest policy and understand it. I have had the opportunity to ask questions. I agree to abide by this policy by abstaining from being involved as an employee of any commercial firm or vendor, be it for-profit or otherwise, lecturer, owner, consultant, stock or bond holder, officer or director for any health-related manufacturer, distributor, or licensee of products or services associated with gastroenterology, endoscopy or patient care unless the activity in question has been approved by the SGNA executive committee. I agree to resign my position or cancel the activity that may cause a actual or perceived conflict of interest.

Signature _____

Title/Position _____

Date _____